

**Boiler Plate Letter**  
**DoD Indian Incentive Program**  
**(To be used by DoD Contracting Officers for the 5% Rebate Request)**

22 January 2009

Director  
DoD Office of Small Business Programs  
Crystal Gateway North  
Suite 406 - West Tower  
201 12th St. South  
Arlington, VA 22202

SUBJECT: Application for Funding Under Indian Incentive Program to DoD Contract  
XXXXXX-XX-XXXXX

Ref: FAR 26.1, FAR Clause 52.226-1, and DFARS 26.1

Encl: "PRIME FIRM NAME "letter dated May 10, 2003 Document Number XXXXXX-XXXXX-XXXX, w/attachments (summary of invoices, proof of 51% ownership, and certification as a Native/Hawaiian/Alaskan American).

1. In accordance with the above reference, it is requested that funding in the amount of \$162,089.39 be provided to this command for award of delivery orders against an indefinite-delivery, indefinite-quantity subcontract issued by " PRIME FIRM NAME" to an Indian firm, " INDIAN OWNED ECONOMIC ENTERPRISE/ INDIAN ORGANIZATION FIRM NAME", under U.S. Army Corps of Engineers contract XXXXXX-XX-X-XXXX.
2. As documented by the Enclosure, this request for funding is based on utilization of a 5% incentive applied against the applicable value of work performed by "INDIAN OWNED ECONOMIC ENTERPRISE/ INDIAN ORGANIZATION FIRM NAME," whose owner is a member of a federally recognized TRIBE, NATIVE ALASKAN ENTITY, or is NATIVE HAWAIIAN, and has been determined as eligible under the provisions of the Indian Incentive Program. "INDIAN OWNED ECONOMIC ENTERPRISE/ INDIAN ORGANIZATION FIRM NAME" has provided subcontract performance to: "PRIME FIRM NAME under the subject contract after September 1996.
3. None of the incentives requested by the enclosed: "PRIME FIRM NAME "letter of 10 May 2003 are duplication of any previous incentives requested by: "PRIME FIRM NAME" for payment under this program. This request (for \$162,089.39) represents work performed and invoiced by "INDIAN OWNED ECONOMIC ENTERPRISE/ INDIAN ORGANIZATION FIRM NAME" from MONTH/YEAR to MONTH/YEAR.
4. I have reviewed the applicable subcontracts, invoices, and representations listed as attachments A, B, and C to the enclosed "PRIME FIRM NAME "letter. To reduce bulk

of paperwork, **I have enclosed the “PRIME FIRM NAME” letter, invoice summary, proof of 51% ownership and Tribal, Native Alaskan or Hawaiian certification.** The other attachments are on file and available for your review upon request. “PRIME FIRM NAME “ letter and attachments have been reviewed by the Contracting Officer; they were prepared in accordance with FAR 26.1, FAR 52.226-1, and DFARS 226.1. “PRIME FIRM NAME “package cited the use of FAR clause 52.266-1 in our DoD contract, XXXXXX-XX-X-XXXX. “PRIME FIRM NAME “ provided copies of pertinent pages of the subcontract, copies of the subcontractor’s invoices (in the form of proof of payment through “PRIME FIRM NAME “ accounting system), total payment of subcontract and calculation for 5% rebate, and subcontractor’s status as an Indian-Owned economic enterprise. I concur with “PRIME FIRM NAME” that the costs invoiced appear to be fair and reasonable.

5. Please send the incentive payment as a: *(check one)*

\_\_\_\_ **Direct Cite MIPR** or \_\_\_\_ **Reimbursable MIPR**

to: (POC to receive MIPR)

U.S. Army Corps of Engineers, Sacramento District  
ATTN: Contact Name  
PPMD Budget Office 1325 J Street  
Sacramento, California 95814  
Telephone (XXX) XXX-XXXX  
FAX (XXX) XXX-XXXX

6. I am the Contracting Officer on contract XXXXXX-XX-X-XXXX. My telephone number is (XXX) XXXXXXXX. My address is the same as above except for the ATTN line that would be “ATTN: CT-B, Ms. Jane Doe”. My fax number is (XXX) XXX-XXXX. My e-mail address is [doe@army.mil](mailto:doe@army.mil).

JANE E. DOE  
Contracting Officer

**For Assistance Contact:**  
Shehan Goonewardene  
OSBP, OUSD (AT&L)  
Phone: 703-604-0157 x 181  
Fax: 703-604-0025  
Email: [osbp-IIP@osd.mil](mailto:osbp-IIP@osd.mil)